

25 April 1979

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

25X1 FROM :  O-DDASUBJECT : Unclassified Telephone Service Reduction ☐REFERENCE : Multiple Addressee Memo dtd 11 Apr 79 fr ADDA,  
same subj (#DDA 79-0151/3)

Helen:

A survey within the Immediate Office of DDA and its staffs indicates that it is possible to reduce the number of instruments for unclassified telephone service as follows:

DDA Registry - Rm 7D18, Hqs	-
AI/HS - Rm 203, Key	-
AI/IPS - Rm 2E42, Hqs	-
ISAS/RAB - Rm 5B2828, Hqs	-
ISAS/RCB - Rm 5D49, Hqs	-
ISAS/MWPB - Rm 815, Ames	-
<del>EEO</del> * - Rm 6E2917, Hqs	-
Total . . . . .	

\* EEO has been asked about reducing one additional instrument which is currently used only by visitors to the office. EEO agrees to consider it only if absolutely necessary.

S/C: 1 instrument

cc: OC Requirements Coordinator for ODDA